



COMDTINST 1131.21

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COMMANDANT INSTRUCTION 1131.21

Subj: Pre-commissioning Program for Enlisted Personnel (PPEP)

1. **PURPOSE.** This Instruction publishes information concerning applications, selections, training, and performance requirements for the Pre-commissioning Program for Enlisted Personnel.
2. **DISCUSSION.**
 - a. The Pre-commissioning Program for Enlisted Personnel enables selected enlisted personnel to attend college on a full-time basis for up to two years, with a goal of qualifying to attend Officer Candidate School (OCS). The program provides an upward mobility mechanism for qualified enlisted members to become commissioned officers.
 - b. The number of PPEP selections made annually will be determined at the time of selection. The program will attempt to keep a total of 10 members on board at any given time, and will only select members who wish to complete a bachelor's degree.
 - c. The program is similar to the Coast Guard post graduate training programs. Selected members receive orders to attend an appropriate college approved by Commandant (G-PRJ) for one or two years, to meet degree requirements, and then to attend OCS, and receive their commission upon graduation. Selections are highly competitive and only members who have demonstrated the ability to excel will be considered for selection. The program offers an opportunity for the Coast Guard to groom talented individuals for positions of increased responsibility.

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2. d. PPEP students receive full pay and allowances for their enlisted pay grades and are eligible for advancement. All members desiring to take the SWE shall complete all requirements prior to detaching from the present command. All special duty assignment pay ceases upon transfer to PPEP. Selectees are required to complete degree requirements in not more than 24 calendar months.
3. ELIGIBILITY. The PPEP applicants must meet the following criteria:
 - a. Age. Applicants must be at least 21 years of age but may not reach their 32nd birthday prior to the convening date of the OCS class for which they will be eligible.
 - b. Military Status. Only enlisted members of the Coast Guard or Coast Guard Reserve on active duty are eligible to apply for PPEP.
 - c. Extended Service Obligation. Selected applicants must sign a new enlistment contract (CG-3301) extending their obligation for a period of up to six years. Selected members requiring only one year to complete their bachelor's degree must extend their contract for up to three years. Selected members requiring two years to complete their bachelor's degree must extend their contract for up to six years. Extensions for lesser periods must be approved by Commandant (G-PRJ).
 - d. Time in Service. Applicants must be eligible to complete at least four years continuous active duty service as of the date of expected OCS graduation. Applicants must be regular to reserve Coast Guard personnel on active duty, and have completed at least five years active duty service as of 01 September of the year of enrollment in college courses under PPEP.

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3. e. Education. Have completed sufficient undergraduate course work to complete requirements for a baccalaureate degree in 4 months, and be enrolled or accepted for enrollment in an accredited 4-year college/university offering the desired bachelor's degree program, and approved by Commandant (G-PRJ). Close proximity of the college/university to the present Coast Guard unit or RTC Yorktown, VA. is preferred, and will be considered in the selection process. A transferable credit must have a grade of "C" or better. Only traditional credits obtained through an accredited college or university are considered fully transferable. Non-traditional credits earned (military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc.) are not considered transferable credits for the purpose of qualifying for the PPEP. Members who have already earned a baccalaureate degree will not be considered for PPEP.
- f. Grade Point Average. Must have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale (based on all courses taken). Selected students must maintain a GPA of at least 2.5 to remain in PPEP.
- g. Citizenship. Must be a U. S. citizen.
- h. Qualification Test. Take the Officer Aptitude Rating (OAR) and achieve a minimum score of 36.
- i. Command Endorsement. Must be recommended by the commanding officer. Exceptions will not be considered.
- j. Physical Requirement. Must meet the requirements of a commissioning physical as listed in Chapter 3 of the Medical Manual, COMDTINST M6000.1 (B) prior to acceptance in the PPEP. Physical must have been completed within the preceding two years. Personnel who do not meet weight standards are ineligible for PPEP. Personnel in the PPEP shall be weighted annually during their birth month and shall participate in the Coast Guard urinalysis program. PPEP students who fail to remain within weight standards while enrolled in the program will be disenrolled.
- k. Personal Conduct. Must have no record or conviction by courts-martial, non-judicial punishment, or civil court for other than minor traffic violations during the two years preceding 01 September of the year of enrollment in college courses under PPEP.

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4. SELECTION.

- a. Selected applicants will receive PCS Duty Under Instruction (DUINS) orders.
- b. Members enrolled in PPEP are under the administrative control as outlined in paragraph 3.B.12 of the Training and Education Manual, COMDTINST M1500.10B.

5. TERM OF SERVICE.

- a. Obligated service continues to depreciate while selected members are enrolled in the PPEP. If unsuccessful during any portion of the PPEP, or if unable to meet any of the requirements stipulated in the "Statement of Understanding", members will incur two months obligation for every month enrolled in the PPEP. Extended obligation cannot exceed six years.
- b. Selected members will enroll in applicable undergraduate courses during the summer months. Only academic courses required for the desired degree will be authorized. Selected members not enrolled in summer school will be assigned to the nearest Coast Guard unit to work in their enlisted rating.
- c. Upon completion of the 17 week OCS training period at Coast Guard Reserve Training Center, Yorktown, VA, members are immediately given the path of office for temporary commissioning as an ensign in the Coast Guard, at which time they incur an active duty obligation of four years. A four year active duty commissioned service obligation is incurred upon graduation from OCS and original appointment as a temporary regular commissioned officer. Permanent appointment is outlined in paragraph 1-A-4 of the Personnel Manual, COMDTINST M1000.6A.

6. DEADLINE FOR APPLICATION. All applications must be submitted to Commandant (G-PRJ-5) via respective Regional Recruiting Commands not later than 01 September of the year prior to expected assignment to PPEP.

7. PROCEDURES.

- a. Initial Application. Education Service Officer(s) should contact their Regional Recruiting Commands for specific

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7. a. application procedures. All applicants should contact the Educational Services Officer of their unit to assist in preparing their package similar to an OCS temporary commission package.
- b. Action by Maintenance & Logistics Command (pp) and District Commander (ap).
Maintenance & Logistics Command (pp) and District commander (ap) shall assist the regional recruiting commands with arrangement for:
 - (1) Administration of the Officer Aptitude Rating (OAR) Exam.
 - (2) Medical Examinations.
 - (3) Board of Interview.
 - (4) Forwarding applications and required documents to the appropriate regional recruiting command.
- c. Action by the Regional Recruiting Commands. The Commanding Officer, Regional Recruiting Command shall:
 - (1) Provide the requesting unit Educational Services Officer (ESO) with instructions for submission of documents required.
 - (2) Arrange Interview Boards for each applicant as per Article 1-B-15 Personnel Manual, COMDTINST M1000.6A.
 - (3) Ensure all completed applications are forwarded to Commandant (G-PRJ-5).
- d. Action by unit commanding officers:
 - (1) Interview each interested applicant from respective unit.
 - (2) Actively identify and encourage promising candidates for the PPEP.
 - (3) Forward completed application package with endorsements to the regional recruiting command for their district.

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8. ACTION. Area and district commanders, commanders of maintenance and logistic commands, unit commanding officers, Commander, CG Activities Europe shall make sure the contents of this Instruction are followed.

/s/
G. D. PASSMORE
Chief, Office of Personnel
and Training

Encl: (1) Application procedures for PPEP program
(2) Statement of Understanding, PPEP

APPLICATION PROCEDURES FOR PPEP

APPLICATIONS SHALL INCLUDE THE FOLLOWING DOCUMENTS:

RIGHT SIDE OF PACKAGE:

1. Narrative Summary - A narrative statement of intent from the applicant is required. The statement must give the reasons for applying for the program, the applicant's goals and why the applicant wants to become an officer in the Coast Guard. The statement shall be prepared on Coast Guard letterhead in standard letter format. It must be from the application to Commandant (G-PRJ-5) via the applicable command and regional recruiting command.
2. Four photos - These photos are important and must not be "incidental". They should be portrait shots; either amateur or professional. Polaroid or 35mm photos acceptable. Photos must be in uniform. Two full-figure, (front and side view) from head to toe, and two facial (front and side view) are required. A plain or simple background is best. Photo must be at least 2 1/2" by 4".
3. Interviewer's Appraisals for Officer Recruiting Programs (CG- 2993) - These forms are to be included by the Regional Recruiting Command after the officer panel meets the individual and completes the report. The panel will forward the forms to the Regional Recruiting Command within two days of completion. Do not give to applicant. Anyone with a personal or professional relationship with the applicant cannot be on interview panel. Forms must be typed or neatly printed.
4. Command Officer's Endorsement.
5. Copy of Prior Service Record (CG-3306).
6. Copy of current active duty contract or extension (CG-3301).
7. Copy of college transcripts and grades for entire college record.
8. Department of Defense National Agency Questionnaire (DD-398-2, MAR 90) - The applicants must fill out all applicable portions, ready for signature. ESO shall verbally inquire about any arrests. If any arrests, applicant shall prepared type statement explaining the circumstances leading to the arrest(s).
9. Completed and signed OCS Agreement (CG-3211 or CS-3211B).
10. Statement of Understanding for the Pre-commissioning Program for Enlisted Personnel - must be signed, dated, and witnessed. Indicate date of expected completion of undergraduate degree in paragraph 3.a.
11. Page 7 of applicant's acknowledgement that enrollment in PPEP will disqualify him/her from Montgomery GI Bill (MGIB).

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LEFT SIDE OF PACKAGE:

1. Check-off sheet.
2. List of anticipated duty station and date of expected transfer. Include phone numbers where applicant may be contacted.
3. Correspondence - Copies of personal awards, recommendations, and any additional training certificates.
4. Report of Medical Examination and History (SF-88) and (SF-98) - Approved by Coast Guard or other military authority.
5. Personnel Security Action Request (OPNAVINST 5510-1H):

Complete Part I, blocks 1-7 AND 9.

In block 8, type COMMANDANT (G-PRJ-5)
 U.S.COAST GUARD HEADQUARTERS
 2100 Second St S.W.
 WASHINGTON, D.C. 20593

In Part II, block 16, list all prior service

6. Fingerprint cards (FD-258) - 3 Copies
7. Verification of enrollment/acceptance in a 4-year college/university offering applicant's desired bachelor's degree program.
8. Statement from institution indicating tuition cost of present year, and whether in/out of state tuition applies.
9. Proof of name change or citizenship (if applicable).

CHECK-OFF SHEET

PRE-COMMISSIONING PROGRAM FOR ENLISTED PERSONNEL
(PPEP)

NAME/RATE: _____ SOCIAL SECURITY
NUMBER: _____

CURRENT MAILING ADDRESS: _____

_____ ZIP: _____

HOME PHONE:() _____ WORK PHONE () _____
FTS: _____

DUTY STATION: _____ DATE OF BIRTH
AND AGE: _____

OAR SCORE: _____ TEST SITE: _____ DATE TAKEN: _____

COLLEGE: _____

EDUCATIONAL SERVICES OFFICER (ESO): _____ WORK PHONE: _____

RIGHT SIDE

1. _____ NARRATIVE (GOALS, OBJECTIVES, ETC.)
2. _____ 4 PHOTOS - 2 FULL FIGURE (FRONT & SIDE VIEW) AND 2 FACIAL (FULL
FACE & PROFILE), AT LEAST 2 1/2" X 4"
3. _____ INTERVIEW BOARD REPORT (CG-2993)
4. _____ COMMANDING OFFICER'S EVALUATION (PER ART. 1-C-4(b).3, COMDTINST
M1000.6)
5. _____ PRIOR SERVICE RECORD (CG-3306)
6. _____ ENLISTMENT CONTRACT AND UNSIGNED EXTENSION
7. _____ OFFICIAL COLLEGE TRANSCRIPTS AND/OR CLEP RESULTS
8. _____ NATIONAL AGENCY QUESTIONNAIRE (DD FORM 398-2) (MAR 90 VERSION)
9. _____ OCS AGREEMENT (CG-3211B)
10. _____ PPEP STATEMENT OF UNDERSTANDING
11. _____ PAGE 7 OF APPLICANT'S ACKNOWLEDGEMENT THAT ENROLLMENT IN PPEP
WILL DISQUALIFY HIM/HER FROM Montgomery GI Bill (MGIB)

LEFT SIDE

1. _____ CHECK-OFF SHEET
2. _____ LIST OF ANTICIPATED DATES AND PLACES OF RESIDENCE INCLUDE PHONE
NUMBERS
3. _____ LETTERS OF RECOMMENDATION, AWARDS AND CERTIFICATES
4. _____ REPORT OF MEDICAL EXAMINATION AND HISTORY (SF-88 AND SF-93)
5. _____ PERSONNEL SECURITY ACTION REQUEST (OPNAV 5510/413 (4-90))
6. _____ FINGERPRINT CARDS (FD-258)(2 COPIES)
7. _____ VERIFICATION OF ENROLLMENT/ACCEPTANCE IN A 4-YEAR
COLLEGE/UNIVERSITY
8. _____ STATEMENT FROM INSTITUTION INDICATING TUITION COST OF
PRESENT YEAR, AND WHETHER IN/OUT OF STATE TUITION APPLIES.
9. _____ PROOF OF NAME CHANGE OR CITIZENSHIP (IF APPLICABLE).

ENCL (2) to COMDTINST 1121.21

STATEMENT OF UNDERSTANDING

Pre-commissioning Program for Enlisted Personnel

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United State (DD-4)

1. I, _____ understand that in entering the Pre-commissioning Program for Enlisted Personnel (PPEP) of the United States Coast Guard, I:
 - a. must extend my current active duty obligation for a period of three to six years; dependent on the time required for me to complete my undergraduate degree.
 - b. will be assigned to Coast Guard Officer Candidate School, upon successful completion of college and program requirements.
2. I further understand that when I successfully complete Officer Candidate School, I will receive a temporary commission as an ensign in the Coast Guard and incur an active duty obligation for a period of four (4) years. My obligated service upon completion of OCS will not exceed four (4) years.
3. If I fail to meet any of the program requirements, I understand that I will be removed from the program, retained on active duty, and assigned to a Coast Guard unit, at the discretion of Commandant (G-PRJ). My active duty extension will be reduced to equal two months obligation for each month enrolled in the PPEP. I further understand the same applies if I fail to:
 - a. meet all university/college degree requirements and receive my degree by _____.
(month) (year);
 - b. complete Officer Candidate School and received a commission.
4. I further understand that if I am found guilty of any violation of the Uniformed Code of Military Justice (UCMJ), I will be removed from the Program.

Signed this _____ day of _____ at
(month) (year)

(city)

(state)

APPLICANT SIGNATURE _____
(type name/title)

WITNESS SIGNATURE _____
(type name/title)